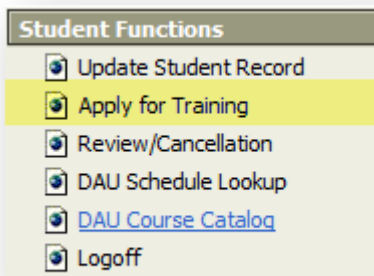# Defense Acquisition University
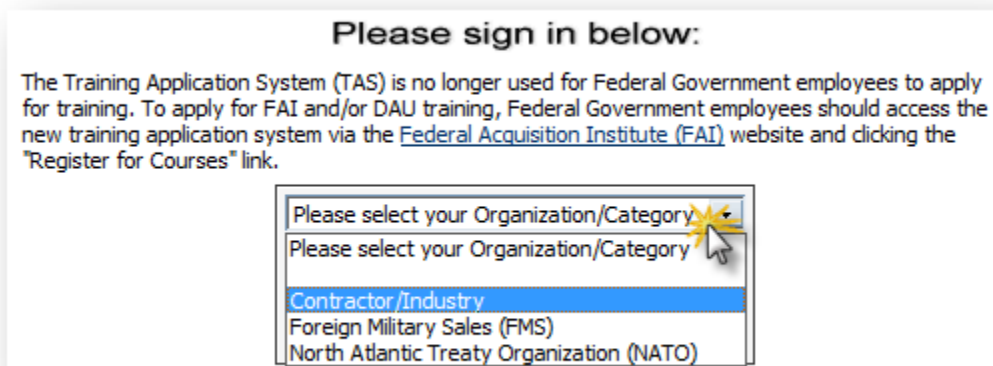## Course Registration for Industry/Contractors

Thank you for your interest in the Defense Acquisition University. The following instructions will step you through the registration process via the Non-DoD portal of the ATRRS Internet Training Application System (AITAS). **This system currently requires the account holder to have a DoD Common Access Card (CAC) to apply for DAU training**. If you are a DoD contractor and do not have a CAC, please coordinate with your management to obtain one through the DoD component that you perform work for.
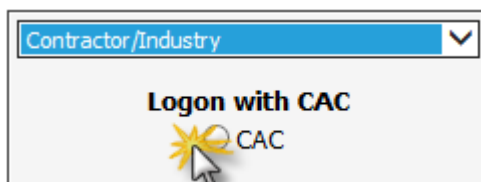
To Apply for a Course:

1. Access the Non-DoD Training Application System at: https://www.atrrs.army.mil/channels/nondod/.

2. Select "**Apply for Training**" from the Student Functions menu on the left side of the screen.

3. To login, you will need to select your organization or job-category.

4. Afterwards, please select the CAC login option.

NOTE – If this is your first time logging into AITAS, the system will prompt you to complete your student profile
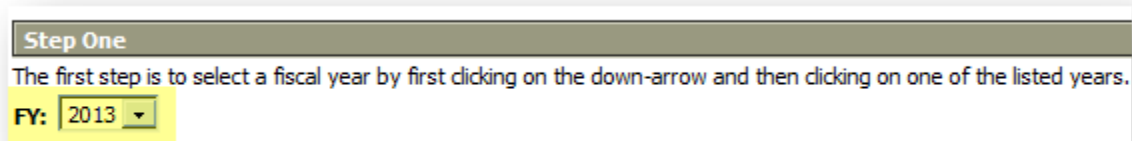
at this time. Upon completing the profile, please click on "**CREATE/UPDATE STUDENT RECORD**." You will then be directed to a confirmation screen if all fields have been properly entered.   From this screen, please choose "Main Menu" in the upper-right corner of the screen and then choose "Apply for Training" again from the Student Functions menu on the left-side of the page.

5. You will now be prompted to find your desired course in a four-step, on screen process:

    Step One: Ensure the correct fiscal year is selected
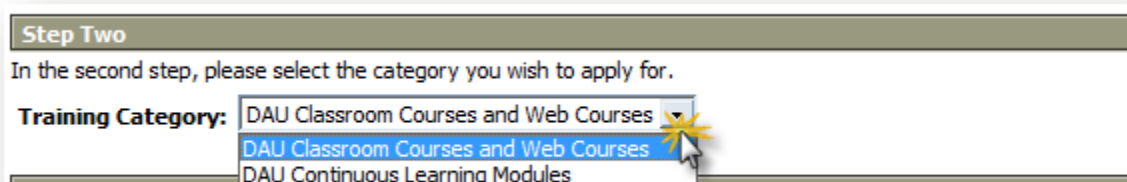

    Step Two: Select a Training Category from the drop-down menu.

    Which one do I select?

    - *DAU Classroom and Web courses*
      *This category pertains to Certification Training (DAWIA Curricula). Courses will begin with the following prefixes: **ACQ, AUD, BCF, CMA, CMM, CMQ, CMS, CON, COR, ENG, EVM, FE, GRT, IND, IRM, ISA, LOG, PMT, PQM, RQM, SAM, STM, SYS, TST**. A breakdown of these courses, and their delivery method (distance learning/in resident/classroom) is available through DAU's interactive catalog (iCatalog) at:*
      http://icatalog.dau.mil/onlinecatalog/tabnav.aspx.

    - *Continuous Learning Modules*
      *Short, online course modules that are often assignment-specific and may be completed at the students own pace. Prefixes include: **CLB, CLC, CLE, CLG, CLI, CLL, CLM, CLR, CLV, CLX, DOD, FAC, SPS**. A breakdown of these modules is available at:*
      http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx.

Defense Acquisition University
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Step Three: Select a Course from the drop-down menu. This list is sorted by course prefix alphabetically.

Step Four: Click on "Search" to continue.

- o If you selected a **Web Course** or **Continuous Learning Module**, you will now be directed to review/update your profile information. Please ensure all information is accurate and then press "**Submit**" at the bottom of the page. From this point, it may take up to 48 hours for your application to process. Once your enrollment activates in the DAU Virtual Campus, you will receive an Enrollment Notification email with instructions for accessing your course materials. For first-time users, you will also receive a Welcome to Virtual Campus email that contains your Username, and a separate email containing your Password.

- o If you selected a DAU **Classroom Course** in the previous step, please proceed with the following instructions.

6. Click on the location for where you wish to attend the course. If there are multiple choices available, AITAS will present you with a pop-up alert with more information to help you in making your selections. Please be sure to carefully read any information that is presented to you.

7. You will then need to click on the Class/Section Number (CLS). Please take note to the Start and End dates of each offering listed.

Class	Class Type
058	Classroom
075	Classroom

8. You will now be directed to review your application. Please make any corrections to your contact information, as necessary, and then choose the "**Submit**" button at the bottom of the page. Generally, within 60 days of the Classroom Start Date, students should receive a "Welcome" email that includes detailed classroom information.

Need Help?

If you have any questions regarding the application process, you may contact the Industry Registrar:

Art McCormick
Commercial: 703-805-4498
DSN: 655-4498
Email: Arthur.McCormick@dau.mil

If you do not receive your "Enrollment Notification" email for an online course within 48 hours of receiving notice that you have a reservation, or if you do not receive a "Welcome" email 2 months prior to the Classroom Start Date when attending a class in person, please contact the DAU Help Desk 1-866-568-6924, Option 1 or send an email to DAUhelp@dau.mil. The DAU Help Desk may also provide addition administrative and technical support for the online learning environment.

This Registration Guide Was Last Updated:

05/14/2015

Feedback on this guide may be submitted to DAUhelp@dau.mil.